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What are the Procedural and Security Issues for the CATS Online Assessment?

In order to assure that the student and staff are adequately prepared for the CATS Online Assessment, a number of things need to occur to assure that this online assessment experience is comparable to the same experience of those taking the KCCT through traditional means (i.e., paper and pencil).

Considerations for the Online Assessment Environment (for hardware and software issues, see What Steps Teachers Must Follow in Preparation for CATS Online?)

Supervision/support-The online assessment environment needs to assure supervision, monitoring and support of all online participants. While this does not mean there needs to be an adult available for each student on a computer, it does mean that adult presence (e.g., at least one adult per four students taking the test online) needs to be sufficient to be sure that students are not seeking undue assistance (e.g., looking on another student's computer monitor, using unauthorized computer programs or information during the assessment, etc.). Since there may be instances where the computer software or hardware might not function as expected, there must be qualified staff available at all times who are knowledgeable about this technology and can troubleshoot and fix the problems with little or no delay, or to answer a question in the event the students still cannot understand a question through use of their text-to-speech software.

Physical arrangements- The following are general considerations to address for planning and administering the online assessment:

1. Each student taking the test online will need to have sole access to a computer workstation during the assessment event.
2. Students may take the test in a computer lab environment, regular classroom setting at a workstation or laptop, or in a resource room setting.
3. Students being tested online are to be taking the same content area and grade level assessment at the same time as their same-age peers are taking the test through traditional means.
4. Individual headphones must be available and provided to each student taking the online assessment to assure privacy and security.
5. Students' workstations must be separated in such a manner (e.g., partitions or vacant computer workstations between students) as to assure privacy and that students cannot see each others' screens and online test responses.
6. Students who lack the keyboard skills for completion of Open Response questions may need to use paper and pencil to enter their responses directly into their test response booklet, unless their IEP calls for use of a "scribe". This could be a person who records student answers in the test booklet or serves as a "keyboard

- scribe” and records the student answers in the online assessment, whichever is consistent with the student’s IEP and classroom routines.
7. Each student taking the test online is to have an individual hard copy of the test booklet provided as a reference (Form 1A) (Form 1 for grade 12). Contact your school or district test coordinator to request additional copies of student test booklets.

Recording and submission of student online responses

Multiple Choice Questions – Students taking the test online will be expected to record their responses to multiple-choice questions by clicking the desired response on the screen. This same response will then need to be recorded in their individual student’s response booklet in **one of two ways**:

1. The student finds the answer in the booklet that corresponds to his or her online response and marks the same answer in the response booklet, OR
2. Upon completion of the testing session, a trained adult prints out each student’s online response and then transcribes the student’s online answers from this printed copy onto the individual student’s response booklet. (NOTE: If the student entered their own answers from the online test into the paper Student Response Booklet, then the student responses are final and may not be altered by school staff.)

Printing Student Responses:

- a. Using your Web Browser, log in to <http://aat.ecollege.com/admin> as a Teacher, School Administrator or District Administrator.
- b. Select the *Reporting Menu* from the list of options.
- c. Select the *Print Student Responses* item.
- d. Select the student(s) or content session(s) that you would like to view or print. Click the *Submit* button.
- e. Print the responses for multiple-choice and open response questions for all students selected in the *Print Students’ Responses* page (see Step 3 above).
NOTE: Printing of open responses is in accordance with electronic reporting standards as described in 703 KAR 5:070 (*Inclusion of Special Populations in State Required Assessment and Accountability Programs*).
- f. Transfer student responses to *Student Response Booklet*.

In either case, the student’s online response will need to be printed out and attached as part of what is submitted along with the completed test booklet. While the technology and system will not be in place for direct electronic submission of student responses in 2003, the KDE is working towards this preferable alternative for the 2004 CATS Online Assessment.

NOTE: Most Math Open Response questions require the student to show his/her work, which will need to be done by the traditional means of pencil and paper. Should the student word process the explanation to accompany the work, the combined total of electronic and hand written work must not exceed the one page limit.

Open Response Questions- Students will be able to type (independently or via a Keyboard Scribe) their responses to Open Response questions directly in space provided in the online test screen. This test screen will also note that online written responses must follow the guidelines for submission of typed responses (e.g., same limits of one page of typed text). In the event the open response question requires complex characters (e.g., diagram, illustration, etc.), the student should be instructed to use his or her response booklet instead of the online version. The CATS Online design will provide students a cue when their written response is approaching the limits allowed. Responses to Open Response questions are to be printed out and attached to the student's response booklet in the prescribed format specified on page 4 of the *Administration Manual for Test Administrators and Proctors*, and on page 24 of the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* regulation (703 KAR 5:070)- The online open response format will already have this format included, but if the student chooses to complete his or her open response in a separate Word document, then the same format must be applied (***Link to pre-formatted Word template***). Students should be instructed to click the "Save Answer" button so their answers can be stored in the system.

When students complete the Open Response questions electronically for later printing and insertion in their response booklet, it is required that all blank pages in the Student Response Booklet be marked in pencil with the letters "NSR" (Non-Standard Response) prior to submission.

What to do if the internet connection is lost during the live assessment- In the event the student loses his or her Internet connection during the spring assessment, the following steps should be taken to minimize a disruption in the test participation and completion:

1. Student notifies the teacher or other staff that he or she has an interruption in his or her test access
2. School staff immediately attempts to restore the connection and if achieved, helps the student get back to where he or she was in the assessment (NOTE: in the event of lost connection, previous student responses will be saved and allow the student to resume at the place where they left off before the disruption)
3. If school staff determine that the connection cannot be restored immediately, the student should continue to take the assessment using paper and pencil through the use of a traditional reading accommodation. (NOTE: Every school needs to have a backup plan for the provision of readers for students online in the event of an extended loss of the online connection)
4. If the Internet connection to the assessment is restored to allow the student to return to the online assessment for the next test session, then the student may resume online testing. In the event the time has expired for the testing session

due to the delay, then the DA or SA will need to either create a new testing session or extend the time of the existing testing session.

Cleaning the hard drive after the assessment

(See CATS Online Assessment Workstation Daily Cleanup Guide)